

Kansas City Composite Squadron Position Policies
AEROSPACE EDUCATION OFFICER FOR SENIORS - ET
(CAPP 215)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Squadron Commander

Implements the aerospace education program for senior members

They shall:

- Implement and supervise the Aerospace Education – Civil Air Patrol (AE-CAP) program for senior members
- Assume responsibility for all senior member testing in AE-CAP and AFLDIL
- Provide special aerospace education presentations to the general public
- Present the aerospace education program at a wing conference, SLS or CLC event
- Promote CAP aerospace education courses and instructional materials in local schools
- Encourage other senior members to complete the AEPSM course
- Submit nominations for Aerospace Education Brewer Award (CAPF 25) in any of the following categories, CAP senior member, individual/organization (non-CAP), or lifetime achievement
- Submit nomination for Crown Circle and A Scott Crossfield awards by 6 Jan if applicable
- Review and comply with all National, Wing and Squadron policies

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- Complete a unit Aerospace Education Activity report to Wing by 6 Jan, 6 Apr, 6 Jul and 6 Oct annually
- Ensure compliance and submit a completed self SUI annually by 1st of September to Squadron Commander
- The senior squadron aerospace education officer should complete CAPP 215
- Be familiar with CAPR 50-17, CAPR 50-4, CAPP 15, CAPR 280-2, and all aerospace education texts described in the CAP Bookstore Catalog and the HQ CAP/ETA publication entitled "Aerospace Education Teaching Materials"